

*File: O/Personnel*

## ACTIVITY AND ACCOMPLISHMENT REPORT FOR FISCAL YEAR 1967

### OFFICE OF PERSONNEL

In addition to maintaining liaison with the Records Administration Branch of the Support Services Staff, DD/S, and other Agency components in the operation of the Records Management Program for the Office of Personnel, below is a workload report for the ending fiscal year.

#### Printing Services Requests Processed - 400

Of these, approximately one-third were for the replenishment of non-stocked personnel forms, amounting in volume to about 440,000 forms. The other two-thirds were for speciality envelopes, special letter-head, cards, charts, posters, EAA activities, Combined Federal Campaign material, dividers, reprinting of applicant form letters as well as 22,000 clerical brochures and 10,000 professional brochures revised as necessary. In addition, other items included such publications as the Employee Handbook, Instructions for Filing Claims, Association Benefit Plan brochure and other miscellaneous material used as handouts.

#### Forms Program

Office of Personnel is responsible for approximately 250 forms. During FY 67 -

36 forms were revised

8 forms initiated\*

2 forms reactivated

\*In addition, during the entire FY form 444k, Personal History Supplement-Intention to Marry, has been dormant due to inability to get DD/P coordination. It is unfortunate that this form cannot get "off the ground." It was designed by the Records Officer, OP as a result of an employee suggestion.

As a result of a recent survey, aside from the above there are -

20 forms pending revision

3 forms to be initiated

17 forms obsoleted (Forms Management not yet notified since survey ended as of today)

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In addition to the storage and replenishment of non-stocked personnel forms the Records Officer, OP is responsible for coordinating the replenishment of all stocked forms for which the Office of Personnel is the office of primary interest. Also,

seas travel and has the responsibility for keeping abreast of all revisions, procurement, and maintenance of all Standard Forms used for EOD and exit processing. During the past year in particular this included the new Standard Form 57 which led to the necessity of revising our own application form, the coordination with the Office of Medical Services regarding replacement of SF 89 by form 2223, Medical Record, in Agency application sets, the dissemination of SF 105, Certificate of Retirement in the Civil Service Retirement System, to all employees and the new SF 61 and SF 61B, Appointment Affidavit and Declaration of Appointee forms respectively which are just now being put into use.

Also, the Records Officer, OP controls stock level of forms used by OCS which are of direct concern to the Office of Personnel, namely 642, 642a, 971b, and 1150b. This totalled 28,000 forms in FY 67.

It is anticipated that form surveys will be conducted, in particular, in both the Retirement and Recruitment offices in Personnel when time permits.

\$50 award was made on 1 December 66 to Chief, Administrative Staff, OP for employee suggestion which was joint effort of the Staff. Suggestion was for form 2620, Request for Logistics Services, designed by Records Officer, OP.

#### Records Management

Record Center deposits in FY 67 totalled 344 ft (41 deposits)

(At present there is another job in the process of being forwarded which will amount to approximately 50 feet.)

At the moment there are several Record Control Schedules which need updating or need to be redone in entirety due to change in organizational structure, transfer of functions, etc. It is the intention that these will be done as soon as possible.

Operation Cleanup conducted this spring indicated a continued decrease in record holdings in the Office of Personnel during the past four years.

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Filing system surveys were begun (but never completed) in both the Placement and Recruitment Divisions due to more demanding work requirements.

Other records management duties require the Records Officer to arrange for the requisition of speciality folders, binders, tape, labels, maps, equipment, etc. Works in conjunction with Logistics Officer, OP in procurement when necessary. He in turn keeps the Records Officer informed of any requests for new or additional record-keeping equipment received by him.

#### Vital Materials

Repository deposits since January have totalled 76.

Aside from handling the processing of all OP deposits (including approximately 15 reels of microfilm forwarded quarterly by the Credit Union) the Records Officer makes necessary arrangements for five additional projects to be microfilmed annually, consisting of approximately 73 reels each year.

During FY 67 three trips were made by Records Officer, [REDACTED] for purpose of updating vital materials. Recently, in conjunction with Archive personnel certain items (namely, tables of organization, combined alphabetical listings of Agency personnel, and Personnel Statistical Review), which eventually were scheduled for permanent retention at the Center, were transferred into Archives which not only alleviates that procedure from being done in the future but eliminates having to search by deposit or job number for the material.

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#### Requests for Publications Processed through Library Facilities - 70

These requests included not only routine requisitions for books and publications but the purchase of Employee Fact Sheets and other material deemed necessary for purchase after reviewing Civil Service publications received in my capacity as Distribution Control Officer, Office of Personnel.

#### Distribution Function

Handled distribution and need for additional copies of all Agency regulatory material for Office of Personnel as well as Studies in Intelligence, Government Organizational Manuals, Civil Service Journals, Congressional Directories, Federal Employee Almanacs, Support Bulletins, Federal Personnel Manual material (including all Civil Service Commission letters and bulletins) as well as Department of

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check for accuracy and other information relating to the above items when requested.

Training Courses during FY 67

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Records Management Workshop - Archives (two weeks)

Support Trends Review [REDACTED]

Source Data Automation Workshop - GSA (one week)

[REDACTED]  
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